



Linda McCulloch, Superintendent
Office of Public Instruction
Career, Technical & Adult Education
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Helena, MT 59620-2501
www.opi.mt.gov

2007-2008 Career and Technical Education Student Enrollment Report

Due Date: February 11, 2008

INSTRUCTIONS

- ❖ Information provided on this form is used to determine eligibility for state secondary Career and Technical Education appropriation for FY09 and for Carl D. Perkins accountability reporting.
- ❖ Complete a separate sheet for each career and technical instructor.
- ❖ If an instructor teaches classes in more than one program area, complete a separate sheet for each program.
- ❖ If an instructor teaches at more than one high school, complete a separate sheet for each school.
- ❖ Attach current course descriptions for all courses within the program area.
- ❖ Attach a Master Schedule for the high school (if available).
- ❖ Incomplete forms will be returned without action.
- ❖ Use the Tab key or your mouse to advance through this form.
- ❖ If you need assistance with this form, please contact Karla Beagles at (406) 444-9019 or kbeagles@mt.gov

School District Name:

High School Name (if different):

Program Area:

☐ Agriculture Education
(endorsement 61)

☐ Business/Marketing Education
(endorsements 64 and 72)

☐ Health Occupations Education
(endorsement 65)

☐ Check if there is
more than one
instructor in this
program area.

☐ Family & Consumer Sciences Education
(endorsement 63)

☐ Industrial/Technology Education
(endorsements 62 and 68)

☐ Trade and Industrial Education
(endorsement 65)

The following Career and Technical Student Organization (CTSO) has state and national affiliation and is an active component of this program.

☐ BPA

☐ DECA

☐ FCCLA

☐ FFA

☐ HOSA

☐ SkillsUSA

☐ TSA

Instructor Information: Report the following information exactly as it appears on the instructor's educator license (a.k.a. teaching certificate).

Name:

Folio Number:

Endorsement(s) Held: (include endorsement number)

Expiration Date:

Does instructor have an extended contract (for supervision of CTE students beyond the school year)? (Yes/No)

If yes, for how many days?

Instructor Contact Information: Work Telephone:

Work Fax:

E-mail:

COMPLETE CLASS SCHEDULE ON BACK

Class Schedule (attach current course descriptions) List all terms consecutively.			Teacher Name:		School Name:		
Period	Course Title <small>If you teach more than one section of the same class, list each one separately.</small>		Type of Term	Total Number of Minutes This Class Meets Per Year	Males Enrolled	Females Enrolled	Grade Level(s)
1	Example 1: Accounting I	The example minutes are calculated using a period that is 45 minutes per day X 90 days.	Semester	4,050	12	13	9-10
2A	Example 2: Graphic Design	The example minutes are calculated using a period that is 75 minutes per day X 60 days.	Trimester	4,500	6	8	12
For OPI Use Only			xxxx	xxxx			xxxx
Program Approved _____		CTSO Confirmed _____	Number of Ext. Contract Days _____		Average Males _____		
Proper Endorsement _____		Number in Chapter _____	Average Approved Enrollment _____		Average Females _____		